Invitation to Quote
For the Delivery of Videography services for The Library Presents programme
Cambridgeshire County Council
Please email your response to thelibrarypresents@cambridgeshire.gov.uk with the subject line ‘Video RFQ’.

**Deadline 12pm Wednesday 4 March**

**Background**

**The Library Presents (TLP)**

Creating a vibrant, exciting, diverse and inclusive programme of high quality arts activities with Libraries across Cambridgeshire

Cambridgeshire County Council is a National Portfolio Organisation funded by Arts Council England to run ‘The Library Presents’ in partnership with Babylon ARTS for four years, until 2022. ‘The Library Presents’ programme brings high quality arts activities into towns and villages across Cambridgeshire. The programme aims to inspire and deliver a vibrant inclusive programme of high quality arts activities in accessible and welcoming venues. By 2022 our communities will enjoy, experience and expect locally chosen and diverse arts activities across the County.

We aim to raise the ambition and professionalism of programming in libraries, so that over the four years we are increasingly able to programme excellent, diverse and ‘stretching’ work - ensuring that high quality cultural activity becomes part of the core offer of the library service. Residents, staff and volunteers will get the best quality participatory, performance, digital and visual arts work and learning experience.

Currently there are 24 participating libraries in each season of TLP events. The spring 2020 season runs from 22 February until the end of June.

**Specification of Services**

Cambridgeshire County Council's The Library Presents programme is seeking the purchase of videography services for its Spring 2020 Programme of events.

Quotations requested to a maximum value £5000 (+VAT), we anticipate quotes will vary depending on travel and number of events covered.

**Objectives**

To create a short promotional film lasting 1.5 - 2 minutes to share the quality, impact and reach of The Library Presents programme with funders and colleagues. The film will also be used as a promo film that generates interest amongst potential audiences.

The film should be exciting, this is about quality of arts content and impact on communities. We would like a lively, fast-paced and fun film. It should include as much of the variety of the programme as possible and show audiences having an enjoyable time as well as the artists doing what they do best. We would also like the video to give some sense of behind-the-scenes aspects of the programme.

We need to include The Library Presents logo and by-line ‘Bringing arts activities to Libraries across Cambridgeshire’, the funder’s logos and, where necessary, subtitles / audio description.

Quotations should include filming, editing and costs for 2 x rounds of amendments.
We feel our existing promo film of year 2 of the programme works well and we would like this new promo film to be able to sit comfortably next to it and work in conjunction with it. The existing film can be viewed at www.cambridgeshire.gov.uk/arts

Rights to the film belong to Cambridgeshire County Council (The Library Presents), the edited promo is available to the artists to share once uploaded onto Cambridgeshire County Council Youtube. Cambridgeshire County Council will provide perimeter notices but it would be the responsibility of the videographer/filmmaker to ensure that permissions are sought from audience and staff appearing in the footage and that the final footage does not include anyone who has not given consent.

If it was possible for the videographer / filmmaker to provide quality stills (taken separately or pulled from the video) this would be a bonus as we use these to document the programme and we would ideally use these on social media immediately after an event.

Essential skills and knowledge
- Experience in filming events in a variety lighting conditions & recording quality sound
- Evidence of experience in creating quality promotional videos
- Experience in managing and obtaining consent

Time commitment

We estimate there will be a significant amount of travel involved to obtain footage of the events detailed in the schedule below. We estimate that a maximum of 17 hours of raw footage would be captured and edited into a promo film (as detailed under ‘objectives’), it may be possible to produce the promo film with less footage than this. If you are unable to cover all the events in the schedule please state which events you would be able to cover and cost these or suggest use of a partnership / alternatives.

Schedule of possible events:

This is the list of events we would potentially like covered, the aim is to enhance coverage we already have from previous seasons which has been mainly of events for children and families. Those marked in bold are priority events for coverage.

Saturday 7 March : Whittlesey Community Hub (2pm) – Interactive show about space. (Alternative date in St Ives Sat 18 April)

Friday 20 March: March Library (7pm) - Comedy Duo performance

Thursday 26 March: Clay Farm Library in Cambridge (7.30pm) – solo performer, music and storytelling

Saturday 28 March: St Neots Library (1pm) – marionette making workshop

Friday 24 April : Huntingdon (7.15pm)- improvised comedy performance

Saturday 25 April : Ramsey Library (3.30pm) – puppet show and theatre for families

Friday 1 May : Cambourne Library (7pm) – singing workshop with the opera dudes THEN go onto St Neots Library (8.15pm) – magic performance

Saturday 2 May : Chatteris Library (7pm) – solo performer, urban fairy tales, theatre.
Saturday 16 May: Burwell Library (2.30pm) – solo performer, music for families.

Friday 29 May: Wisbech Library (7pm) – folk group Ninebarrow

Saturday 30 May: Histon Library (2.30pm) – circus come theatre with a book theme

Saturday 6 June: Cambourne Library (6.30pm) – classical music group with comedy.

Friday 19 June: Histon Library (7.30pm) – one man show.

Saturday 20 June: Huntingdon Library (11.30am) – physical theatre moving around the library with silent disco headphones THEN Chatteris Library (7pm) – dance and comedy show two performers.

Please email your response to thelibrarypresents@cambridgeshire.gov.uk by 12pm Wednesday 4 March.

In your response please include answers to the following questions:

1. The level of insurance required is public liability to £5 million. Employers Liability to £5 million, Professional Indemnity to £2 million. Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? (Yes / No / No but will provide the Authority’s level of cover requested if awarded contract)

2. The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. (Yes/ No)

3. The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act. Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. (Yes / No)

4. What skills and experience do you have that are relevant to the specification?

5. How would you manage audience and staff consent?

6. How would you ensure that quality visuals and sound were obtained?

7. Please attach or provide a link to a portfolio of your work